

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"**

Position Title:	E-Services Unit Manager
Position Number:	58106200
Division:	Information Technology & Processing
Bureau:	Processing & Retention Operations
Salary:	6/\$41,223/yr DOQ
Status:	Permanent/Full-time
Location:	Helena
Union:	No
Supplement:	Yes
Closing Date:	November 2, 2007

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys working in a fast-paced technical environment. To perform successfully as the E-Services Unit Manager, you must be self-motivated and have the ability to work both independently and as part of a team. You must possess a strong work ethic, a positive attitude and enjoy working with and for the public. This position requires project management skills, computer skills, organizational skills and the ability to communicate effectively and respectfully with the public, as well as with your team of co-workers. If your strengths include leading and motivating employees, successfully managing projects, technological experience, attention to detail and the ability to make sound decisions and be accountable for them, we encourage you to apply.

The E-Services Unit Manager directs and coordinates department e-services projects using a framework of planning, implementation, oversight, and closure activities. Projects may be multi-year efforts that include the implementation of various electronic tax reporting and payment services for the taxpayers of Montana. The E-Services Unit Manager guides and manages other e-services team employees and coordinates with other internal and external stakeholders to successfully implement electronic services. Must be willing to work in excess of 40 hours per week on an as needed basis to meet specific department goals or targets such as: peak season processing, project implementation deadlines, or legislative sessions. Candidates must possess:

- Experience working with and managing employees to ensure personnel issues are dealt with in a timely matter while maintaining visibility and providing positive helpful leadership.
- Knowledge and experience in project management principles, methodologies, and practices.
- Ability to identify and analyze issues relative to the role, conduct appropriate research, and prepare reports as necessary.
- Knowledge and understanding of network capabilities, computer operating systems, equipment and software; databases and data management tools.
- Ability to develop and implement work plans, and measure and evaluate the achievement of goals and objectives as established in those work plans.
- Knowledge of, and ability to apply, quality assurance/control methods and techniques.
- Ability to provide timely and effective written, oral and interpersonal communication.
- Attention to detail and excellent organizational skills.

A combination of education and experience equivalent to a bachelor's degree in business or public administration or closely related field with experience in technical project and program management and data systems management. Experience in development of electronic filing and payment applications and/or understanding of electronic tax administration is a plus. Minimum of three years of management/supervisory experience is desired. Other combinations of education and experience will be evaluated on an individual basis.

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, and life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$40,000/yr is:

Wages:	\$40,000.00
Benefits:	\$ 6,684.00
Retirement:	\$ 2,760.00

Total Average Wage Package \$49,444.00

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue
2. Supplement question
3. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected.

Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.

**Department of Revenue
Supplement Questions**

Position Number: 58106200
Position Title: E-Services Unit Manager
Application Deadline: November 2, 2007

Instructions: Please complete the following supplement questions. Please put your name and the position number for which you are applying on the top of each page. Your responses must be printed clearly or typed on standard paper. Your responses may be used to evaluate your written communication skills. Your supplement answers may be reviewed separately from other selection material required (application and/or resume).

1. Please describe why you believe you are qualified for this position including your education, experience, knowledge, skills and abilities.